



Solicitation for Proposals

ADULT HIGH SCHOOL PILOT

Issue Date: July 10, 2017

Notice of Intent to Apply Deadline: August 1, 2017

Technical Assistance Briefing: August 8, 2017

Proposal Submission Deadline: October 1, 2017

Maryland Department of Labor, Licensing
and Regulation (DLLR)
1100 N. Eutaw Street
Baltimore, Maryland 21201

Maryland State Department of
Education (MSDE)
200 West Baltimore Street
Baltimore, Maryland 21201

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Program Description

Purpose of Adult High School Pilot:

Establish an alternative method for adults who did not graduate from high school to earn a high school diploma and potentially to earn postsecondary education credits and industry-recognized certification in an environment that meets the needs of the adult learner.

Authorization:

House Bill 1381 (2017) *Adult High School Pilot* Program, Article – Education 16, Section 9.7–101 through 9.7–110, Annotated Code of Maryland

Number of Pilots: *Up to six pilots may be approved.*

Priority:

Absolute priorities:

- *A pilot established in a county or geographic area located within a county that has a high school attainment rate that is lower than the state average high school attainment rate.*
- *One pilot in a rural area for each two pilots approved in urban areas.*

Priority considerations: *Geographic diversity*

Eligible Applicants:

A private nonprofit entity is eligible and is required to:

- *Be registered as a nonprofit organization in the State.*
- *Have previous experience and measured success in providing education services, including industry certification and job placement services, to adult learners.*
- *Have previous experience providing education services or workforce development services to adult learners who have been limited by educational disadvantages, a disability, a criminal record, or similar barriers to employment opportunities.*
- *Hire appropriately trained instructional personnel.*

Funding: (Public funding is not provided for the pilot.)

A pilot established under the program is not a public school for public financing purposes under Title 5 of the Education Article.

The operator must secure financing to develop or the capacity to secure financing for the development of a physical site for the pilot.

The operator or advisory board of a pilot may apply for and accept donations, grants or other financial assistance from a governmental entity or any nonprofit or other private organization.

Summary of Dates

Dissemination of Solicitation for Proposal: July 10, 2017
Notice of Intent to Apply Deadline: August 1, 2017
Technical Assistance Briefing: August 8, 2017
Proposal Submission Deadline: October 1, 2017
Award Notification: 60 days after submission

If six pilots are not awarded as a result of this solicitation, a second solicitation may be posted.

Notice of Intent to Apply

All organizations that plan to submit a proposal for an Adult High School Pilot are requested to complete and return to the Maryland Department of Labor, Licensing and Regulation (DLLR) and the Maryland State Department of Education (MSDE) the [Notice of Intent to Apply Form](#) by August 1, 2017. Submit the form by emailing it to Lynnette Demby at lynette.demby@maryland.gov.

Proposal Submission Requirements

Proposals must contain the following information. Clearly label each section. Use 12-point font and 1.5 line spacing. Each page must contain a header with the lead organization's name. Include page numbers in the bottom right corner of the footer. *Incomplete proposals will not be reviewed.*

Adult High School Pilot Proposal Cover Sheet

- Every proposal must have an Adult High School Pilot Proposal Cover Sheet. No other page may cover the proposal cover sheet. The subsequent information must be clearly stated in the following order:
 - Name of applicant
 - Title of proposal
 - The words "Adult High School Pilot"
 - Name of contact person
 - Telephone and email address of contact person

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[Proposal Applicant Information Form](#)

Executive Summary

- A clear and concise outline of the proposal that should not exceed one page

Adult High School Pilot Proposal

Section 1: Pilot Operator

- 1.1 Profile of lead operator and founding group
- 1.2 Explanation of the operator's mission, years in operation, legal structure, and how the organization is financed

Section 2: Pilot Program Description

- 2.1 Mission and philosophy
- 2.2 Goals
- 2.3 Governance plan
 - 2.3.1 Administrative structure
 - 2.3.2 Profile of school leadership
 - 2.3.3 Management
 - 2.3.4 Advisory board
- 2.4 Key personnel
 - 2.4.1 Staffing plan
 - 2.4.2 Teacher qualifications
- 2.5 Plan for student recruitment and retention
- 2.6 Plans for remedial instruction to prepare students for secondary-level academic instruction, if necessary
- 2.7 Plans for working with students with disabilities
- 2.8 Plans for working with English learners
- 2.9 Description of the advisory and coaching services that provide support for students to
 - Establish career pathways in high-need and growth-industry sectors and
 - Make effective transitions into postsecondary education and industry credentialing opportunities
- 2.10 Description of any programs or partnerships with organizations or businesses for providing job skills, industry certifications, or higher education credits

Section 3: Pilot Curriculum

- 3.1 Detailed description of curriculum for each content area in COMAR 13A.03.02 *Graduation Requirements for Public High Schools in Maryland* aligned to Maryland College and Career Readiness Standards
- 3.2 Description of curriculum for other content areas offered in the pilot
- 3.3 Scope and sequence, graduation plans, and/or sample student schedules

Section 4: Pilot Performance Standards and Measurement

- 4.1 Detailed description of data systems to measure student performance standards aligned to Maryland College and Career Readiness Standards
- 4.2 Description of measures to determine if students are on track for completion
- 4.3 Description of other measures to determine pilot's success

Section 5: Pilot Student Assessment Procedures

- 5.1 Initial student intake assessment procedures
- 5.2 Description of assessment instruments for measuring student progress and college and career readiness

Section 6: Pilot Wraparound Services Offered

- 6.1 Individualized services provided, such as child care, transportation, housing referrals, mental health care, crisis intervention, substance abuse prevention or treatment, and legal aid

Section 7: Pilot Budget

- 7.1 Detailed budget for the initial three-year operating period that demonstrates the pilot's financial self-sufficiency
 - 7.1.1. Facilities
 - 7.1.2. Finance
 - 7.1.3. Budget workbook

Section 8: Pilot Proposed Bylaws Adopted by the Pilot's Advisory Board

Section 9: Additional Supporting Documents

Proposal Submission Procedure

Applicants must submit:

- One original with signatures and **four (4) copies of the proposal must be submitted in hard copy**. Standard-sized (8½" x 11") paper of regular weight should be used.
- One electronic copy of the proposal should be submitted on a USB flash drive. To the extent possible, please provide standalone electronic files for each section. The budget workbook should be submitted in Excel.
- Send proposals to the following location to be collaboratively reviewed by the Maryland Department of Labor, Licensing and Regulation and Maryland State Department of Education:

Maryland Department of Labor, Licensing and Regulation (DLLR)
Office of Adult Education & Literacy Services
Adult High School Pilot
Attn: Lynnette Demby, Room 121
1100 N. Eutaw Street
Baltimore, MD 21201

Notice of Intent to Apply Form

Organizations are requested to complete and return this form by August 1, 2017.

The organization named below intends to respond to the 2017 Solicitation for Proposals for an Adult High School Pilot.

Organization Name: _____

Contact Person: _____

Address, Line 1: _____

Address, Line 2 (if applicable): _____

City/Town/State/Zip Code: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Type of Organization: _____

Email Notice of Intent to Apply Form to:

Lynnette Demby at lynnette.demby@maryland.gov
Maryland Department of Labor, Licensing and Regulation (DLLR)

Proposal Applicant Information Form

Name of Proposed Adult High School Pilot: _____

Affiliated Lead Organization (if applicable): _____

Contact Person: _____

Address: _____

Telephone: _____ **Email:** _____

Names of all members of the founding group¹, including their affiliation with the proposed school:

Proposed first year of academic operation: _____

Relationship between the school and its employees:

- Contract At will

Applicants are invited to provide more information about this under Section 2, Pilot Program Description.

Proposed location of school, if known (address or area(s) of city): _____

If applicable, list all schools that the lead organization currently operates, has been approved to operate, or is currently applying to open:

School	Location	Year Opened	Grades Served (now and at capacity)	Number of students (now and at capacity)

¹ This list should include all core members of the applicant group.